

Job Analysis Worksheet for Flexible Work Options

Job 1: _____

Job 2: _____

Job 3: _____

Job 4: _____

Job 5: _____

Measure each job on how often it meets each criterion using the following scale:

5 = always; 4 = usually; 3 = sometimes; 2 = seldom; 1 = never

Criteria for Telework	Job				
The more successful telework jobs tend to jobs that:	1	2	3	4	5
Have defined performance measures (i.e. work product defined, service level agreements defined)					
Can be accomplished away from the work facility					
Are information-intensive (analytical, advisory, evaluative, research, design, planning)					
Are telephone-intensive (i.e. marketing or customer assistance) and/or computer intensive (i.e. data entry, computer programming) with remote access					
Can be accomplished without frequent access to material that cannot be electronically shared					
Can be accomplished without continuous face-to-face contact where teleconferencing will not suffice					
Can control when and where interactions with customers and co-workers take place (i.e. tend to be planned or aren't face to face)					
Telework Score The higher the score the more likely the job will be successful for a telework option					
Criteria for Compressed Workweek	Job				
The more successful compressed workweek jobs tend to be jobs that:	1	2	3	4	5
Have defined performance measures (i.e. work product defined, service level agreements defined)					
Can control when and where interactions with customers and co-workers take place and the interactions can be accomplished during the scheduled compressed hours					
Can be routinely accomplished under 50 hours per week					
Compressed Workweek Score The higher the score the more likely the job will be successful for a compressed workweek option					
Criteria for Compressed Workweek with Varied Flex Day	Job				
Varied flex days tends to be more successful for jobs that:	1	2	3	4	5
Can be accomplished independently and doesn't require continuous collaboration with team					
By offering extended hours can offer better service for customers					
Have individuals doing similar work with back-up capabilities					
Compressed Workweek Varied Flex Day Score The higher the score the more likely the job will be successful for a compressed workweek with varied days off vs. common days off					